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Cc: Haniewicz, Melissa[Haniewicz.Melissa@epa.gov]
From: Boydston, Michael
Sent: Thur 8/11/2016 10:47:12 PM
Subject: Telework request for 8/12

I'd like to work from home tomorrow.

Planned schedule:

Work: 7:45-4:15

TOATN: 8:45 to 9:30

Hours to be worked: 7.25

at alternate workplace:

Ex. 6 - Personal Privacy (personal cell)

Work to be done:

1. GKM FOIA review / related planning; other GKM issues
2. U&O FIP comment review
3. Delegation 1-30 edits
4. CO Ozone – prepare for meetings next week
5. CO RH – prepare for calls next week.

Misc.:

I'm also requesting approval to earn up to 2 credit hours working between 6:00–7:45 AM and 4:15–6:00 PM.

Thanks.

Michael Boydston

Associate Regional Counsel, EPA Region 8

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